

CalATERS-Global Expense Summary

REPORT INFORMATION

Name Marcy J Mandel
Expense Dates 11/05/13-11/10/13
Form ID TEA000201073
Approver Richard J Chivaro
Start Date/Time 11/05/13 / 1800
End Date/Time 11/10/13 / 1145
Trip Location Sacramento
Purpose of Trip Official SCQ business. Mtg at SCO.
Authorization #/ Trip # Town Hall at ROP /

REPORT TOTALS

Report Total 589.69 USD
Department Paid 431.00 USD
Advance Schedule Amount 0.00 USD
Amount Due Employee 158.69 USD

**** Charges are in USD unless otherwise noted**

EXPENSE DATA SUMMARY

Date	Expense Item	Amount	Payment Type	Country	Ex. Rate	Charge to	USD
11/05/13	Airfare - Commercial	194.50	Department Paid	United States (US)	1.00		194.50
11/05/13	Lodging	108.39	Cash	United States (US)	1.00		108.39
11/05/13	Taxi Fare	30.00	Department Paid	United States (US)	1.00		30.00
11/05/13	Incidentals	5.00	Cash	United States (US)	1.00		5.00
11/05/13	Parking, Auto	8.00	Cash	United States (US)	1.00		8.00
11/05/13	Personal Auto Mileage	5.65	Cash	United States (US)	1.00		5.65
11/06/13	Breakfast	7.00	Cash	United States (US)	1.00		7.00
11/06/13	Lunch	11.00	Cash	United States (US)	1.00		11.00
11/06/13	Taxi Fare	12.00	Department Paid	United States (US)	1.00		12.00
11/06/13	Parking, Auto	8.00	Cash	United States (US)	1.00		8.00
11/10/13	Airfare - Commercial	194.50	Department Paid	United States (US)	1.00		194.50
11/10/13	Personal Auto Mileage	5.65	Cash	United States (US)	1.00		5.65

Expense Sub-Totals

Airfare - Commercial 389.00
Parking, Auto 16.00
Taxi Fare 42.00
Breakfast 7.00
Lunch 11.00
Incidentals 5.00
Lodging 108.39
Personal Auto Mileage 11.30

Review Items - Exceptions and Questions

Text	Response	Policy
Approvers should verify lodging was obtained in a designated high cost county.		46new

Did you obtain prior written approval to exceed the maximum allowed?

No PML 2013-26.

#46a DPA
required - Lodgin

**CalATERS-Global
Expense and Miscellaneous Detail**

EXPENSE DETAIL SUMMARY						
Date	Expense Item	Amount	Expense Is	Purpose	Category	Receipt Required
11/05/13	Airfare - Commercial	194.50	Reimbursable			Yes
11/05/13	Lodging	108.39	Reimbursable			Yes
11/05/13	Taxi Fare	30.00	Reimbursable			Yes
11/05/13	Incidentals	5.00	Reimbursable			No
11/05/13	Parking, Auto	8.00	Reimbursable			No
11/05/13	Personal Auto Mileage	5.65	Reimbursable			No
11/06/13	Breakfast	7.00	Reimbursable			No
11/06/13	Lunch	11.00	Reimbursable			No
11/06/13	Taxi Fare	12.00	Reimbursable			Yes
11/06/13	Parking, Auto	8.00	Reimbursable			No
11/10/13	Airfare - Commercial	194.50	Reimbursable			Yes
11/10/13	Personal Auto Mileage	5.65	Reimbursable			No

Cars used for Business Travel

Vehicle Type: Personal Auto Mileage